

**TOWN OF HILTON HEAD ISLAND**  
**REQUEST FOR QUALIFICATIONS - SURVEYING SERVICES**  
**(RFQ 2015 – 0008)**

The Town of Hilton Head Island (Town) is requesting responses from qualified professional surveying firms licensed in South Carolina to provide surveying services for the Town for an initial period of three years with the option to add two additional years.

Sealed responses are due no later than 2:00 PM on May 4, 2015. Five hard copies of your response along with a digital version shall be hand carried or delivered by traceable means to the following address:

Town of Hilton Head Island  
Attn: Bryan McIlwee, Asst. Town Engineer  
Surveying Services RFQ 2015-0008  
1 Town Center Court  
Hilton Head Island, SC 29928

**ADDITIONAL INFORMATION:**

Anticipated services and tasks may include, but are not limited to the following:

- ❖ Existing Conditions surveys
- ❖ Tree and Topographic surveys
- ❖ Boundary surveys
- ❖ Bathymetric surveys (freshwater pond / canal / salt waters)
- ❖ Beach surveys
- ❖ Utility surveys
- ❖ Soft-dig, sub-surface exploration and data collection
- ❖ Construction stakeouts
- ❖ Construction As-Builts
- ❖ Storm Water, Pathway, and Roadway inventory
- ❖ GPS surveying
- ❖ Setting benchmarks and control
- ❖ Preparing easement and right of way plats
- ❖ Right of Way or Easement staking
- ❖ Parcel / deed research
- ❖ AutoCAD work
- ❖ The selected firm will be responsible for field surveying of existing conditions (roadway, tree, topographic, property lines, drainage, utilities, etc.) necessary for engineering and design purposes. All work must be certified by a Professional Land Surveyor registered in South Carolina.
- ❖ The selected firm shall deliver the survey data and all related documents to the Town in both hardcopy (signed, sealed, dated) and digital format. The digital format of all documents shall be prepared with software compatible with the Town (AutoCAD 2010 writeable files).

## SUBMISSION QUALIFICATIONS

All responses shall be mailed or hand delivered in sealed envelopes, identified as “Surveying Services RFQ 2015-0008 to Bryan McIlwee, Assistant Town Engineer, on or before the due date indicated above. Responses received after this time or date shall not be considered. The Town of Hilton Head Island, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the preparation of your response. The Town further reserves the right to accept or reject any or all responses received, to negotiate with all qualified firms, and to cancel the entire RFQ solicitation.

The responses and all information submitted shall be treated as privy information. Names of responding firms shall be released to the public on the due date.

For information concerning this request for qualifications, please contact Bryan McIlwee at (843) 341-4775 or at bryanm@hiltonheadislandsc.gov.

## RESPONSE FORMAT

Responses are to be self-explanatory and designed in a manner to provide the Town with a straightforward presentation of the firm’s capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable. **The format shall address and explain in detail the proposal response to each requirement of the RFQ.** The firm is encouraged to submit, for the Town’s review, any additional information pertinent to the project.

## MINIMUM REQUIREMENTS FOR RESPONSES:

Responses must address and meet the following minimum qualifications for this project. Responses not meeting these requirements shall not be considered responsive to this RFQ and shall not be considered for award.

- Qualifications, abilities and experience of personnel to be assigned to this contract. Provide an organizational chart for the work on this contract with a name and role for each project team member, a resume for each team member, hourly rates (sealed in a separate envelope), and the office location for each team member;
- Summary of technical capabilities related to the bulleted tasks and services above;
- Identify any unique qualifications, tools, equipment, software, or methodologies to be employed under this contract. Does your firm possess a boat for bathymetric surveying?
- Identify any other key individuals and technical support personnel who will work on this project (provide resume for same)
- Nature, Comparability, Quantity and Quality of Experience on previously completed, similar projects / contracts: provide accounting of all similar projects. Similar project would consist of the bulleted services listed above, preferably related to infrastructure work, as a sub or prime contractor, in coastal areas similar to Hilton Head Island (HHI). State the total number of similar projects and for each provide whether your firm was the

prime or a sub contractor, the dollar amount of the contract, date of the contract completion, the type(s) and quantity of work, client reference (name, telephone number and e-mail address), location of the contract work (highlight HHI work)

- Base of primary operations (address) and number of years at this location
- Experience on HHI– list all similar projects performed on HHI (project name, year, location)
- Existing data on HHI – list the extent of the potentially relevant HHI data currently possessed by your firm (control, boundaries, plats, trees, topo, infrastructure, pond and tidal bathymetry, beaches, etc.)
- Any additional related information

#### EVALUATION FACTORS:

All qualified responses shall be reviewed and evaluated by a selection committee of Town Staff. The response shall be evaluated using the following criteria:

35 Points	Nature/Comparability/Quality of previously completed contracts / projects of similar scope
35 Points	Qualifications/abilities/experience of personnel
30 Points	Project team location and experience surveying on Hilton Head Island

#### AWARD OF A CONTRACT:

The selection committee will rank all firms utilizing the aforementioned criteria. The Town will conduct interviews with those firms determined to be susceptible for award. At the conclusion of these oral interviews, the selection committee will forward a recommendation to the Town Manger requesting authorization to enter into negotiations with the most qualified respondent(s). The selected firm(s) will be given written notification of being selected by the Town.

The Town reserves the right to enter into contract negotiations with more than one respondent and enact multiple contracts if deemed in the best interest of the Town. Therefore, this work may be awarded in whole or in part at the sole discretion of the Town. The Town will negotiate and execute a contract with the selected firm(s) prior to beginning actual services. Should contract negotiations fail, the Town will negotiate with one of the other highly ranked firms. The contract will comply with applicable laws and standard provisions and in general contain the following terms:

- Detailed scope of services;
- Hourly Rates and Fee schedule, itemized by tasks;
- Job Order procedures.

The Town and firm(s) may mutually agree to amend the contract to include additional services, which may be required as a result of unforeseen circumstances. The selected firm(s) will not have exclusive rights to provide surveying services for the Town.

#### GOVERNING LAW

The firm must comply with the laws of the State of South Carolina and the ordinances of the Town of Hilton Head Island, a municipal corporation organized and existing under the laws of the State of South Carolina.

#### AFFIRMATIVE ACTION

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

#### INSURANCE

The firm shall maintain, throughout the performance of the contract and its obligations, a policy of Worker's Compensation insurance with such limits as may be required by law. It shall also maintain a policy or policies for both general liability and professional liability (errors and omissions) insurance. The general liability policy shall insure against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall meet or exceed minimum limits as required by Town, County, State and Federal standards. Professional liability coverage shall be at a level set by the Town.

#### BUSINESS LICENSE

The Consultant is required to possess a current Town of Hilton Head Island Business License. Each prime contractor shall file with the license inspector a list of subcontractors furnishing labor or materials for the project.

#### INDEMNIFICATION

The Town, its directors, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the completion of the project, provided that such liability is not attributable to negligence of the part of the town.

#### FEES, SCHEDULES, AND PROFESSIONAL CONTACT

In a separate sealed envelope, the firm shall include a proposed flat fee schedule for equipment and personnel. Upon selection of the most qualified firm, negotiations to develop a contract based on scope and fee shall begin.